

Client Assistance Memo

Street Use Permits for Special Activities

Street fairs, Farmer's Markets, Sidewalk Sales and Block Parties

These activities and many others lend a special charm to our city. But what would happen in an emergency if a street were closed? Things would be chaotic. A Street Use permit, for a special activity, will provide necessary notification to various city departments and provide authorization for the use of public right of way.

The Permit

Seattle Department of Transportation (SDOT), issues Street Use Permits for any event that temporarily closes a street or sidewalk, **exclusive of**, escorted processions, parades, or any activity in which Police Department personnel are required.

The permit process is completed by submitting a letter, to the address below, with Attn. Karyn Keeler, outlining your activity and including the following information:

- Date of your event.
- Beginning and ending times.
- The estimated number of people you expect to attend.
- A sketch or map showing the street you are requesting to close, bordered by the cross streets and a north arrow.
- The organization or neighborhood group coordinating the event.

- The name, address, and telephone number of the contact person.

Your letter of application must be submitted a **minimum** of 45 days before your planned "Special Event" and a **minimum** of 14 days before a "Neighborhood Block Party".

The "STREET CLOSED" signs and barricades, required by SDOT, **must be supplied** by the group or persons requesting the street or sidewalk closure.

Fees, Deposits, and Insurance

- "Special Event" permits are **\$165.00**. Also a minimum cleanup/damage deposit of **\$450.00** is required.
- "Neighborhood Block Party" permits require a **\$225.00** deposit. You may expect to receive up to a **\$75.00** refund if no cleanup is required, providing permit coordination, issuance and inspection does not exceed one hour.
- **DO NOT** send in payment with your letter of application. Fees are collected at the time the permit is issued, with a credit card or a check made payable to the City of Seattle.
- You **must** submit a Certificate of Insurance with a minimum liability of \$1,000,000. Neighborhood Block Party permits **DO NOT REQUIRE** insurance.

Submit your application to:

Karyn Keeler
SDOT – Street Use Division
PO Box #34996 – 700 5th Ave.
Seattle Municipal Tower – Suite #3700
Seattle, WA 98124-4996

Phone: (206) 684-5284
Fax: (206) 684-5347
E-mail: karyn.keeler@seattle.gov

Events Requiring Seattle Police Attendance:

If your event requires the assistance of the City of Seattle Police Department, or attendance greater than 300 persons, contact the chairperson of the Special Events Committee for information on the permit requirements and procedures as follows:

Virginia Swanson
Seattle Parks Department
860 Terry Avenue N.
Seattle, WA 98109

Phone: (206) 684-8017
Fax: (206) 684-4853
E-mail: SWANSON.p0307.dom03

This bulletin is for general information. Chapter 15.04 of the **Seattle Municipal Code**, Use and Occupation Permits, establishes the requirements for Street Use Permits. You may obtain a copy of the Code at the Seattle Department of Transportation, Street Use Section, Suite 3700, Seattle Municipal Tower.